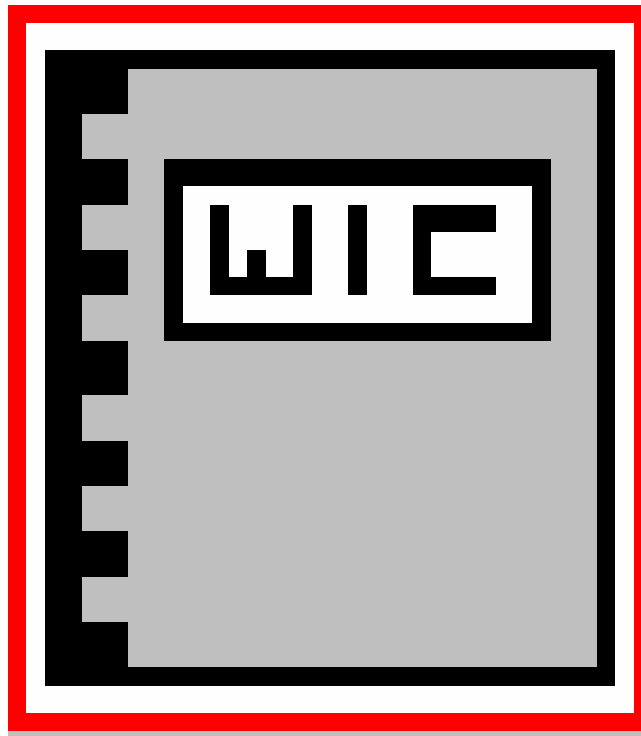


# Chapter 6

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## Reports

Arizona AIM System



*Local Agency User Manual*  
***October 2007***

## Table of Contents

<b>CHAPTER 6 - REPORTS .....</b>	<b>1</b>
CAPABILITIES .....	1
<i>Purpose</i> .....	<i>1</i>
<i>Producing a Report</i> .....	<i>2</i>



## **Chapter 6 - Reports**

### **Capabilities**

#### *Purpose*

The AIM System supports the Arizona WIC/CSF Programs by producing approximately 400 standard reports providing information on all aspects of the programs.

A description of the reports the Local Agency level staff is anticipated to use has been included in each specific module chapter.

All reports are described in the State Agency User manual.

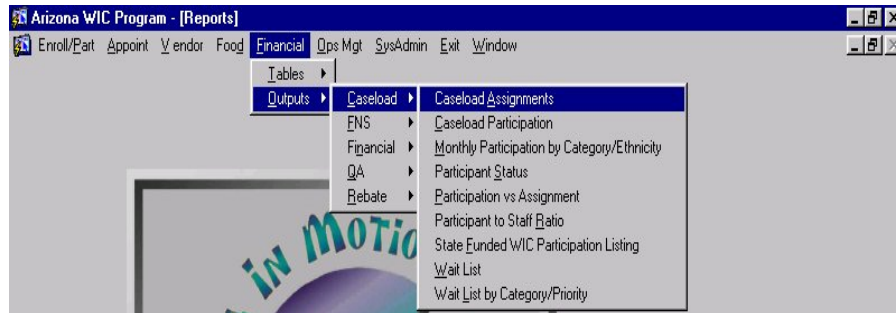
The Report module locates all reports along with all other outputs (forms and labels) and base tables for every module of the system in one convenient place.

The Report module allows the user to access a particular output or table without accessing the specific module.

This chapter will provide “generic” instructions for accessing and printing a report. For detail instructions on a particular report please refer to the specific module chapter.

### *Producing a Report*

1. From the Master Menu click on the Reports push button.
2. The Reports splash screen is displayed.
3. Select the appropriate module from the menu bar.
4. Click on Outputs.
5. Click on the area desired for the report.
6. Select the specific report using the drop down menus as displayed below.



The Runtime Parameter Form is displayed.

A screenshot of the 'FR\_CASELOAD\_ASSIGN: Runtime Parameter Form' window. The window has a title bar with 'File', 'Edit', 'View', and 'Help' menus. Below the title bar is a toolbar with icons for file operations and a help icon. The main area of the form contains the following text: 'Arizona Department of Health', 'WIC System', and 'Report: CASELOAD ASSIGNMENTS'. Below this, there are three input fields: 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with a text box, and 'Number of Copies:' with a text box containing the value '1'. At the bottom, there is a field for 'FFY:' with a text box.

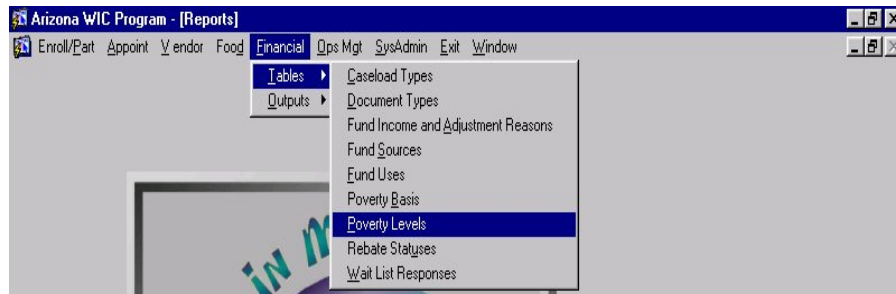
**Figure 1 – Caseload Assignments**

7. Complete the parameters on the form.
8. Click green light icon.
9. If Preview was selected the Report will be displayed.
10. Click the Print icon to print the report.

**Note:** To produce a form or label follow the steps above selecting “Form” or “Label” instead of “Report” in step 5.

### *Producing a Base Table List*

1. Select the specific module from the menu bar.
2. Click on Tables.
3. Click on the desired Base Table using the drop down menu as shown below.



The Parameter form will appear,

A screenshot of the 'FR\_MTN\_POVERTY\_LEVEL: Runtime Parameter Form' window. The form has a menu bar (File, Edit, View, Help) and a toolbar. The main area displays: 'Arizona Department of Health', 'WIC System', and 'Report: POVERTY LEVELS'. Below this, there are three fields: 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with an empty text box, and 'Number of Copies:' with a text box containing the number '1'.

**Figure 2 – Poverty Levels**

1. Select the output device and if applicable, the filename being generated.
2. Select the number of copies.
3. Click the Run Report icon to view the output.

FR\_MIN\_POVERTY\_LEVEL: Previewer

File View Help

Page: 1

Report Name: FR_MIN_POVERTY_LEVEL		Arizona WIC Program		Page 1		
Report Date: 07/24/2000		POVERTY LEVEL REPORT				
Begin Date	End Date	Poverty Level Description	High Percent	Low Percent	Display Seq	Program
Comment						
07/01/1997	08/31/2017	0-50%	50	0	1	W
07/01/1997	08/31/2017	0-50%	50	0	1	C
07/01/1997	08/31/2017	51-100%	100	51	2	W
07/01/1997	08/31/2017	51-100%	100	51	2	C
07/01/1997	08/31/2017	101-120%	120	101	3	W
07/01/1997	08/31/2017	101-120%	120	101	3	C
07/01/1997	08/31/2017	121-130%	130	121	4	W
07/01/1997	08/31/2017	121-130%	130	121	4	C
07/01/1997	08/31/2017	131-150%	150	131	5	W

Sample of Poverty Level Report

List of Figures

Figure 1 – Caseload Assignments ..... 2  
Figure 2 – Poverty Levels..... 4